Procedure: *Project Status Report*	
Issue Date: May 5, 2000	**Standard ID: *S-PM-280***
Supersedes: April 4, 2000	**Rev/Change 2.0**

1. **Purpose:** To ensure efficient communication with the Government Management and to promote Government satisfaction.

2. **Creating Procedures:**

   P-PM-180 - Review Status and Approve Products

3. **Contents:**

   a) *Accomplishments:* this section describes the work performed during the last reporting period and communicates the overall status to the ATISD Director. It also describes any items delivered to the Government. If some of the delivered items are draft requiring Government review by a certain date this should be clearly stated to remind the Government of their obligation.

   b) *Problems and Issues:* surface questions which must be resolved in order for the project to proceed to completion. The purpose of this section is to identify unexpected obstacles which could affect project success so the obstacles can be addressed in a timely fashion. In some cases these are questions which the developer will have to solve as part of their technical activities.

   c) *Future Work:* identify planned task that will be done in the next reporting period.

4. **Format:**

   The format may be Project Manager specified.

5. **Notes:**

   This status report is given to the ATISD Director on a periodic basis. This is usually done monthly. In general, these status reports need to provide 3 types of information: accomplishments, problems and issues, and future work.